

**Maryland Clean Energy Center/Coalition Application
Solar for All Grant Preparation Checklist
8/03/23**

Required Item:	Deadline:	Responsible Party:	Status:
Gov't System Log-ins: Login.gov, Grants.gov, SAM.gov	Complete	Amy Gillespie	Complete
Workspace Usage/Setup for Grant	Complete	Amy Gillespie	Complete
Notice of Intent Letter	7/31/23	Kathy Magruder/Amy Gillespie	Complete
Verify with MD the requirements for EO12372	Will complete with grant submission	Amy Gillespie	Required, will send on 9/26/23
SF-424 Application Form	90% Complete	Amy Gillespie	90% complete, minus budget numbers, title, etc.
SF-424A—Budget Information for Non-Construction Programs	9/7/2023	Team/Amy Gillespie	
EPA Key Contacts Form 5700-54	Complete	Amy Gillespie	Complete
EPA Form 4799-4 Pre-award Compliance Review Report	Complete	Amy Gillespie	Complete
Grants.gov Lobbying Form	Complete Upon Submission	Amy Gillespie	Complete Upon Submission
Program Narrative (40 pages limit)	9/18/2023	Team/Amy Gillespie	
Summary Program Cover Page	9/1/2023	Amy Gillespie	
Copy of the Notice of Intent	Complete—submitted 7/31/23	Amy Gillespie	Complete—ready to be included with submission
Eligibility Evidence Documents	Complete	Amy Gillespie	Complete
Program Planning Timeline & Workplan	9/18/2023	Team/Amy Gillespie	
Budget Table	9/7/2023	Team/Amy Gillespie	
Programmatic Capability & Environmental	9/18/2023	Team/Amy Gillespie	

Results Past Performance			
Memorandum of Agreement (MOA) (Evidence of coalitions and partnerships)	8/3/2023	All Coalition partners	
Organizational Tables (applicants who are subgrantees)	9/18/2023	Team/Amy Gillespie	
Support Letters/ Congressional Letters of Support	Ongoing *High Priority	Pam Powers	Attachment J.
Support Letters/Potential Partners helping to execute Meaningful Benefits	Ongoing *High Priority	Pam Powers/Team	Attachment I.
Support Letters/Potential Partners helping to execute program— Project Deployment/TA Plan	Ongoing *High Priority	Pam Powers/Team	Attachment K.
Support Letters/Potential Partners helping to execute program— Equitable Access	Ongoing *High Priority	Pam Powers/Team	Attachment L.
Disclosure of Lobbying Activities (SF-LLL)	Complete	Amy Gillespie	Not needed
Grant Package Final Review	9/21/2023	Kathy Magruder/Amy Gillespie	
Grant upload into system	9/22/2023	Amy Gillespie	

Upload into the Grants.gov system 9/22/23

**Note: Amy will be on vacation from 9/9-9/17
Grant Deadline—9/26/2023 at 11:59pm**